



# User Guide

Integra Medical Group 2024

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**Access Level: All**

## **I Administration: Requirements, Access and Procedure**

### **i System Requirements**

#### **BnTRx Clinic:**

Browser: Google Chrome latest version 94.0.4606.71

Computer: Any desktop or laptop or tablet that can run Chrome

Devices: For best results use a desktop with a large screen 1920 x 1080 resolution recommended.

URL: <https://clinic.bntrx.com.au/>

#### **BnTRx Form:**

Browser: Any

Devices: Designed for use on any smartphone, or any device that can scan a QR code. Desktop computers can also access by typing in the URL below.

URL: <https://form.bntrx.com.au>

### **ii Access**

Once clinic and users have been configured, every user will receive an account activation email. Follow the link in the email to set password, then all clinic users log in at <https://clinic.bntrx.com.au/login>

### **iii User roles and Permissions**

Each new user is assigned the Practice Administrator and Doctor roles by default, which gives them access to do most everything.

#### **Practice Administrator (Admin):**

Has access to the Administration section and can add/edit/remove other Clinic Staff and change their access levels, set vial stock, and make changes to the practice, including practice logo, practice name and contact details. Admin can add/edit patients, create/edit/submit orders, view/receive/reconcile ordered vials.

You can turn off the Doctor role for Administrators who do not prescribe botulinum toxin and do not own a supply for vials.

#### **Doctor:**

Can add/edit patients assigned to themselves, create/edit/submit orders, view/receive/reconcile ordered vials. Only Clinic Staff with Doctor permissions can have vials allocated to in the system, and appear in the list of Doctors to assign to patients.

#### **Nurse:**

Can add/edit patients, create/edit/submit orders, view/receive/reconcile ordered vials.

You should turn off Admin role and turn on Nurse role for those who need access to manage patient and order records, but who do not need to be able to invite other users or change settings.

Be careful turning off the Admin role! You must have at least one Practice Admin in your clinic.

#### **iv Onboarding Overview**

1. Clinic makes contact with Integra via:
  - a. HPS
  - b. Website
  - c. Existing BnTx Clinic
2. Onboarding date set with Integra via online form <https://www.bntrx.com.au/>
3. Clinic downloads HPS New Account and Delivery Preference form at <https://www.bntrx.com.au/resources>, fills out form and emails to: [b.toxin@hpspharmacies.com.au](mailto:b.toxin@hpspharmacies.com.au).
4. Clinic downloads User Guide and QR Code in preparation for onboarding session.

#### **v Demonstration Overview**

1. Clinic makes contact with Integra via:
  - a. HPS
  - b. Website
  - c. Existing BnTx Clinic
2. Demonstration date set with Integra via online form <https://www.bntrx.com.au/>
3. Clinic receives email from Integra with demonstration resources for download.
4. Clinic downloads User Guide in preparation for onboarding session <https://www.bntrx.com.au/resources>

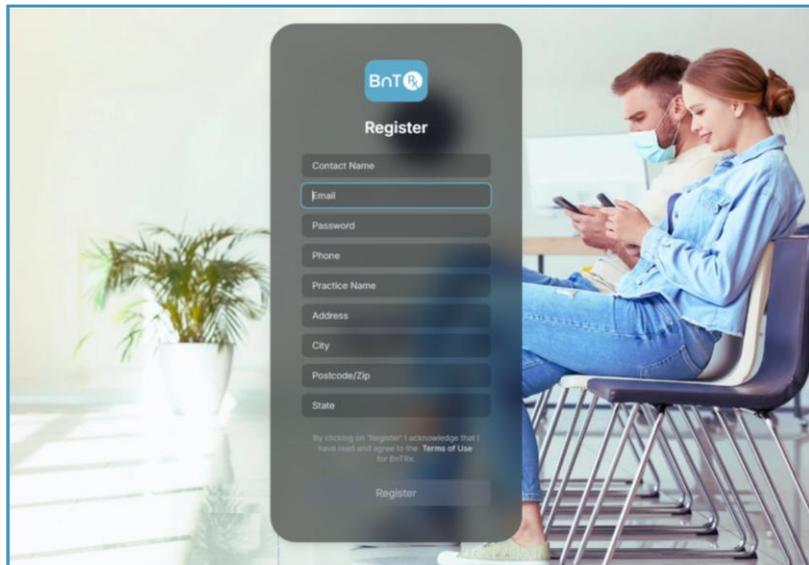
Access Level: Administrator

## ii Clinic Configuration: Registration and Set Up

### i Clinic Registration

Clinic Administrator (Admin) registers for access to BnTRx at <https://clinic.bntrx.com.au/register>

- Admin receives authentication email, follows prompts, and creates BnTRx Clinic with primary Administrator access



Clinic registration screen

### ii Clinic Set Up

To Set / Edit Clinic Details

1. Admin selects **Edit Clinic** on Admin tab of BnTRx
2. Inputs Clinic Name, Address, Phone, Email, uploads Logo, and **Saves Changes**

Edit Clinic Details – dialogue box

To view Clinic Staff

1. Admin selects **Admin tab**, all Active and Pending Staff appear under Clinic Staff

The screenshot shows the BnTRx Admin interface. On the left is a navigation menu with options: CLINIC, STOCK, PATIENTS, LOG, ADMIN (highlighted), CAPTURE SCRIPT, and TEST DASHBOARD. The main header includes the BnTRx logo, a close button, and the clinic name 'Inner West NEUROLOGY Bel Neurology Botulinum Injection Clinic' with an 'Edit Clinic' button. Below the header is the 'ADMIN' section with a gear icon and the title 'ADMIN'. The 'Clinic Staff' section features a 'Filter' button and an 'Add New Staff' button. A table lists the staff members:

NAME	EMAIL	ROLE	STATUS
Dr Bel clinic	belinda+1@integramedical.au	Doctor, Admin	Active
Dr Ben C	ben+1@integramedical.au	Doctor, Admin	Active
Dr Ben II	ben+39@integramedical.au	Doctor, Admin	Pending
Dr Jane Seymour	penelope.ta@hotmail.com	Doctor	Pending
Dr Pen Pen	penny+11@integramedical.au	Doctor, Admin	Active

Admin Screen

To add Clinic Staff

1. Admin selects **Add New Staff**

This screenshot is similar to the previous one but highlights the 'Add New Staff' button with a yellow arrow. The table below shows the first three rows of staff:

NAME	EMAIL	ROLE	STATUS
Dr Bel clinic	belinda+1@integramedical.au	Doctor, Admin	Active
Dr Ben C	ben+1@integramedical.au	Doctor, Admin	Active
Dr Ben II	ben+39@integramedical.au	Doctor, Admin	Pending

2. Inputs Name, Email and Role<sup>1</sup>, and
3. Selects **Send Email Invitation**

The 'Add New Staff' dialog box contains the following fields and buttons:

- Staff Full Name:
- Contact Email:
- Role:
- Buttons:

Add New Staff – dialogue box

Newly added staff members will receive email from BnTRx Clinic to activate their account.

The activation email expires after 24 hours.

If required, Admin can resend an invitation.

<sup>1</sup> See Table A for breakdown of Clinic Staff roles and levels of access.

To edit Clinic Staff details / Vial Stock

1. Select chosen staff member
2. Update Name, Email, Status (Active, Pending, Inactive, Delete),
3. Select one or more roles (Doctor, Admin, Nurse)
4. (If the staff member has not responded to the invitation email yet) **Resend Invitation**
5. (If the staff member has the Doctor role), adjust Vial Stock
6. Press the **Save Changes** button

**Edit Staff Details**

Staff Full Name  
Dr Ben II

Contact Email  
ben+39@integramedical.au

Status  
Pending

Role  
Doctor Admin Nurse

Save Changes Cancel Resend Invitation

**Set Vial Stock (Doctors only)**

BOTOX® 100 DYSPORT® 300 DYSPORT® 500 XEOMIN® 100

0 0 0 0

**Edit Staff Details page**

To see Inactive or Deleted Clinic Staff

1. Select **Filter** button
2. Check boxes for statuses to make them visible

Inner West NEUROLOGY **Bel Neurology**  
Botulinum Injection Clinic

ADMIN

**Clinic Staff** Filter

Status  
 Active  
 Pending  
 Inactive  
 Deleted

Clear Apply

NAME	EMAIL	ROLE	STATUS
Dr Bel clinic	belinda+1@integramedical.au	Doctor, Admin	Active
Dr Ben C	ben+1@integramedical.au	Doctor, Admin	Active
Dr Ben II	ben+39@integramedical.au	Doctor, Admin	Pending
Dr Jane Seymour	penelope.ta@hotmail.com	Doctor	Pending
Dr Pen Pen	penny+11@integramedical.au	Doctor, Admin	Active

Add New Staff

**Clinic Staff Table - Filter**

Access Level: Patient

## III Patient: Registration and Co-Payment Set Up

### i Introducing the BnTRx Form app

The recommended way to receive patient data into the BnTRx system is by asking patients to complete the BnTRx Form online using their smartphone.

The BnTRx Form is a separate app just for patients to use, which neatly captures their current details, their co-payment details, and their consent to carry out the co-payment transaction on their behalf, sending the funds to the pharmacy.

The BnTRx form app replaces the paper invoice system.

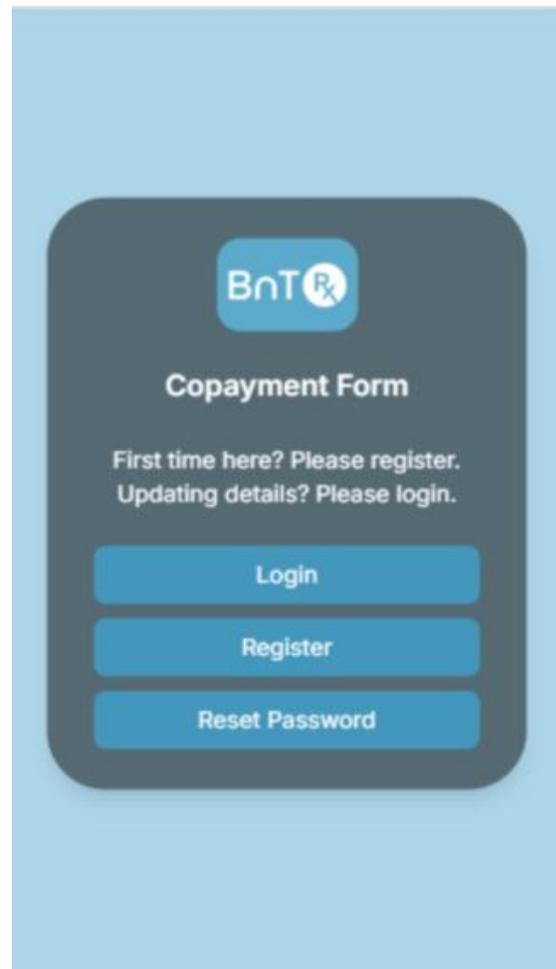
When patients provide their co-payment details in the app, they will not receive an invoice by mail.

To create an account and login, patients will need:

- their own smartphone and corresponding phone number

The account is necessary to protect their privacy of their personal data and payment card details, as well as enabling the patient to log in again in future if they wish to change or update their payment method.

If a patient is unable or unwilling to use the BnTRx Form app, there is an option to give their details via a paper form instead, and have the clinic staff enter the details. See **III.iii Patient Registration via BnTRx paper form.**

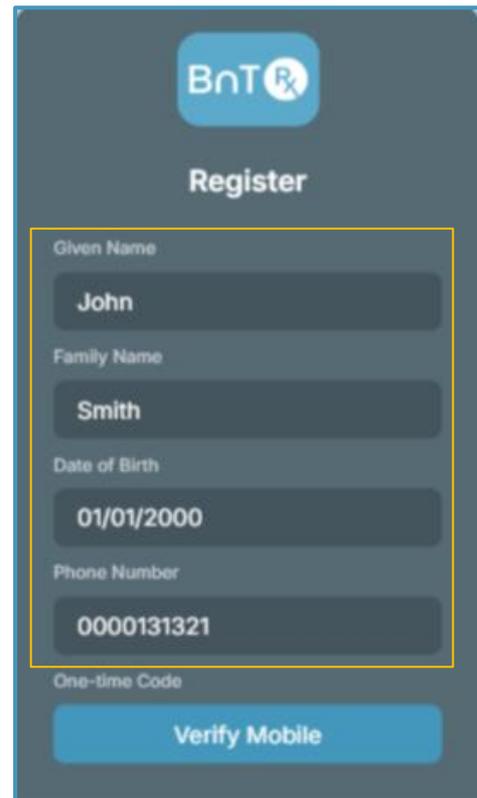


Some patients may have Registered previously, in which case they should Login instead.

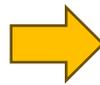
## ii Patient Registration via BnTRx Form app

To register as new patient at a clinic via the QR Code

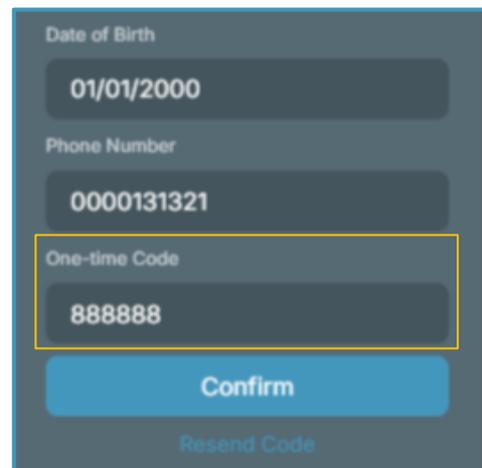
1. Botulinum Toxin patient arrives at clinic for appointment
  2. Patient scans BnTRx QR code with their smart phone, taking them to the landing page <https://form.bntrx.com.au/> and selects option to **Register**
  3. Patient inputs Given Name, Family Name, Date of Birth, and Mobile number, then presses the **Verify Mobile** button.
- A One-time 6-digit Code will be sent by SMS to their mobile number.



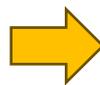
The screenshot shows the 'Register' screen of the BnTRx app. At the top, there is a logo with 'BnTRx' and a medical symbol. Below the logo is the title 'Register'. The form contains several input fields: 'Given Name' with the value 'John', 'Family Name' with 'Smith', 'Date of Birth' with '01/01/2000', and 'Phone Number' with '0000131321'. A 'One-time Code' field is present but empty. A blue button labeled 'Verify Mobile' is at the bottom. A yellow box highlights the input fields for Name, Date of Birth, and Phone Number.



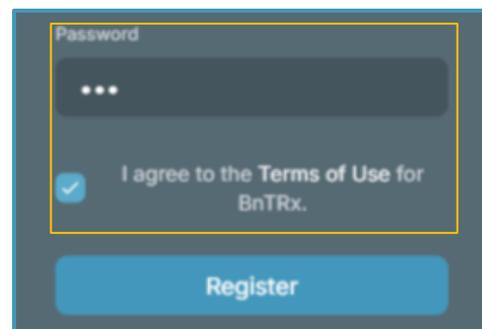
4. A new field appears to enter their One-time Code, and they then **select Confirm** to verify their mobile number.
- This is in a minimum form of security to ensure that only this person who holds this smartphone and mobile number can access the patient's data.



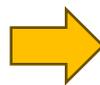
The screenshot shows the 'Confirm' screen of the BnTRx app. It displays the 'Date of Birth' field with '01/01/2000' and the 'Phone Number' field with '0000131321'. A new 'One-time Code' field is highlighted with a yellow box and contains the value '888888'. A blue button labeled 'Confirm' is at the bottom, with a 'Resend Code' link below it.



5. Patient then creates a Password to secure their new account, agrees to the Terms of Use, and selects **Register**



The screenshot shows the final 'Register' screen of the BnTRx app. It features a 'Password' field with three dots indicating a masked password. Below it is a checkbox with a checkmark and the text 'I agree to the Terms of Use for BnTRx.'. A blue button labeled 'Register' is at the bottom. A yellow box highlights the Password field and the Terms of Use checkbox.



6. Patient proceeds to form page, reads the instructions and double checks their Personal Details.

**BnT Rx**

**PBS**  
The Pharmaceutical Benefits Scheme

### Consent and Payment Authorisation Form

Your doctor has prescribed botulinum toxin (Botox, Dysport or Xeomin), which is subsidised via the Pharmaceutical Benefits Scheme (PBS). Please complete this form to set up automatic payment for your PBS co-payment.

### Personal Details

Given Name	John
Family Name	Smith
Date of Birth	1 January 2000
Mobile Phone	0131321

### Billing Details

Address	Required
<input type="text" value="Search address here..."/>	
Email	Optional
<input type="text" value="Enter your email"/>	

7. Patient scrolls through to the Billing Details section and input their address and email.

The Address is required for billing purposes, but the Email is optional.

8. Patient indicates if they pay the main Medicare rate or the Concession rate for their co-payment, by selecting the corresponding checkbox.
  - The dollar value of the rate appears when they make their selection.

**Concession Cards** Required

Please note: Concession cards are checked with the government for verification.

Medicare (only)

Amount Due  
**\$31.60**  
PBS Co-Payment Amount

**Concession Cards** Required

Please note: Concession cards are checked with the government for verification.

Medicare + Concession

Amount Due  
**\$7.70**  
PBS Co-Payment Amount

9. Patient selects their clinic from the drop-down list, confirms their Consent (click on the arrow to read the consent text in full), and selects **Connect to Clinic**.

**Connect to your Clinic**

Select your clinic

Australian Institute of Migraine

Bel Neurology

Ben's Test Practice

BnTx QA clinic1 - copayments en...

BnTx QA Clinic2 - copayments are correct before connecting to your clinic.

Connect to Clinic

**Connect to your Clinic**

Bel Neurology

> [Click here to read consent.](#)

I have read and understood the consent statement above.

Please check the details entered above are correct before connecting to your clinic.

Connect to Clinic

When Patient selects **Connect to Clinic**, BnTRx Form submits all the data they have entered so far to their nominated clinic, and their data will appear in BnTRx Clinic in the **Patient Form In-tray**.

10. Patient receives confirmation on-screen that they have been connected to their chosen Clinic. If they wish they can scroll down and check the details they just submitted.

11. Patient selects **Proceed to Payment** to input their co-payment details.



### Confirmation

Congratulations John! Your details have successfully been submitted to Bel Neurology.

Integra Medical Solutions Pty Ltd partners with Stripe for simplified billing. Please press the button below to enter your card or direct debit details into Stripe. Your card will be charged only after your injection session.

**Proceed to Payment**

Clinic	Bel Neurology
Submitted	8 January 2025

- This opens a new window in their phone browser for Stripe, our partner for simplified billing. By default, the landing page states “No Payment Method”.

12. Patient selects **+ Add payment method**.



**BnTRx** Test mode

**PAYMENT METHOD**

No payment method.

**+ Add payment method**

Powered by **stripe**  
Learn more about Stripe Billing  
Terms Privacy

13. Patient selects either Card (credit or Visa debit) or AU Direct Debit (bank transfer), and inputs their chosen co-payment method details, then selects **Add** to complete.

The image displays two side-by-side screenshots of the BnTRx 'Add payment method' form. Both screenshots show the BnTRx logo and 'Test mode' indicator at the top. The breadcrumb 'Billing > Payment method' is visible. The title 'Add payment method' is centered. In the left screenshot, the 'Card' option is selected, and the form fields include: Card number (1234 1234 1234 1234), Expiration date (MM / YY), Security code (CVC), and Country (Australia). In the right screenshot, the 'AU Direct Debit' option is selected, and the form fields include: BSB, Account number, Email (appsbybenc@gmail.com), and Full name (John Smith). Both screenshots feature a teal 'Add' button and a white 'Go back' button at the bottom. Yellow arrows point to the selected options and the 'Add' buttons in both screenshots.

If a patient chooses Direct Debit, Stripe will require an email address. If they do not have an email address, the clinic email can be used. The clinic will not receive correspondence.

If a patient *cannot* provide a payment method, they should notify reception.

The patient has now completed their BnTRx Form, including providing their payment method.

### iii Patient Registration via BnTRx paper form

To register a new patient via the BnTRx paper form

1. Botulinum Toxin patient arrives at clinic for appointment
2. Patient is unable/unwilling to scan the BnTRx QR code to register
3. Clinic provides patient with **New Patient via paper Co-payment Authorisation and Consent Form** - Downloadable from the BnTRx website <https://www.bntrx.com.au/resources>
4. Patient fills out form and returns it to the Clinic Admin
5. Clinic adds patient to BnTRx as per **Patient Management: Add New and Edit Patient Information**

### iv Existing Patient - Detail Edit, Co-Payment Update and Forgot Password

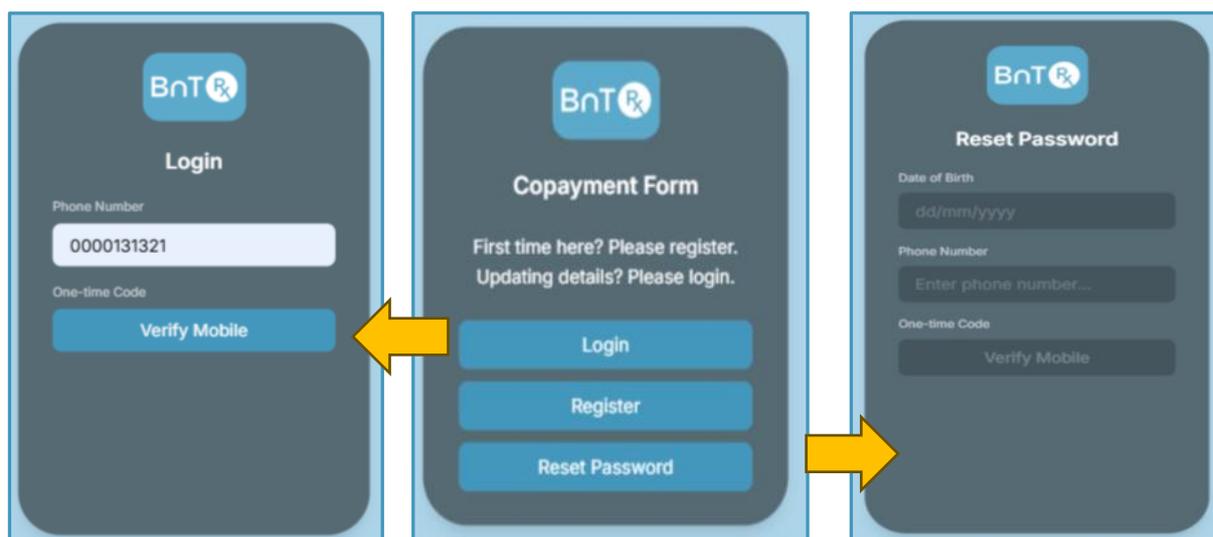
If a patient has already completed their BnTRx Form in a past visit, and would like to:

Access their Stripe account to update their payment card details

1. Patient can scan QR code and Select **Login**
  2. This will return them to the Confirmation screen where they can access their Stripe payment method.
- If the Patient was part-way through filling out their Form previously and had not yet Connected to Clinic, then they will return to their partially completed Form.

Reset their password

1. Patient can scan QR code and Select **Reset Password**
  2. Try to Login again.
- Patient will need to verify their mobile number with a 6-digit code, and to Reset their password they will also need to verify the Date of Birth they used to create their account.



If a patient is already registered to use Integra Medical's migraine tracking app, MiHub, they should use their MiHub login details to access BnTRx form and will not need to register again.

Access Level: Administrator, Doctor and Nurse

## IV Patient Management: Add New and Edit Patient Information

### i Add New Patients

To add/confirm New Patients who have registered via the BnTRx QR code

1. Patient scans QR code and registers as patient of the Clinic as per [III.ii Patient Registration via BnTRx form app](#)

Please scan to complete co-payment



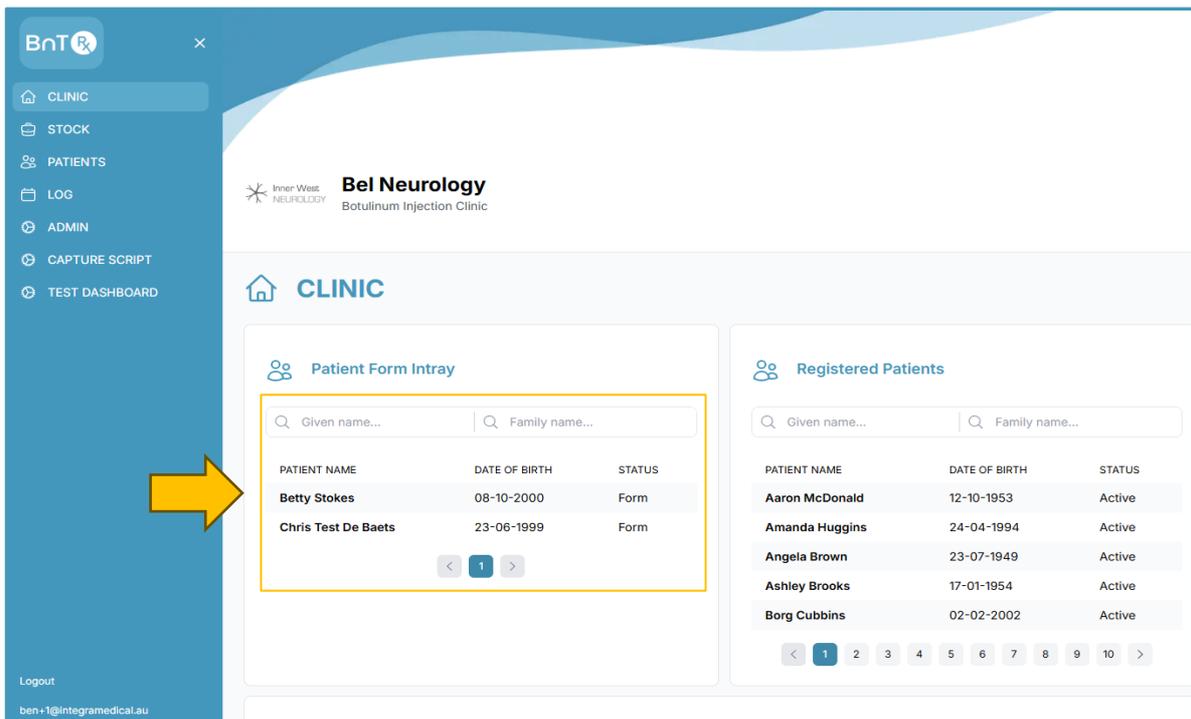
**1** Once page opens, select 'Register', input your details, submit your one-time code, create a password, agree to the Terms of Use, and register.

**2** Once in the **Consent and Payment Authorisation Form**, enter your address, email, medicare status, consent, and connect to your chosen clinic.

**3** Select 'Proceed to Payment' to be directed to Stripe payment page. Add your payment method, enter all details and select 'Add'. If you don't have a credit or debit card, please notify reception.

 Thank you and enjoy your appointment

2. Patient appears/can be searched for by name in Patient Form In-tray on Clinic tab of BnTRx.
3. Select patient to see Patient Details



The screenshot shows the BnTRx app interface. On the left is a navigation menu with options: CLINIC, STOCK, PATIENTS, LOG, ADMIN, CAPTURE SCRIPT, and TEST DASHBOARD. The main content area is titled 'Bel Neurology Botulinum Injection Clinic'. Below this, there are two sections: 'Patient Form In-tray' and 'Registered Patients'. The 'Patient Form In-tray' section has a search bar and a table with the following data:

PATIENT NAME	DATE OF BIRTH	STATUS
Betty Stokes	08-10-2000	Form
Chris Test De Baets	23-06-1999	Form

The 'Registered Patients' section also has a search bar and a table with the following data:

PATIENT NAME	DATE OF BIRTH	STATUS
Aaron McDonald	12-10-1953	Active
Amanda Huggins	24-04-1994	Active
Angela Brown	23-07-1949	Active
Ashley Brooks	17-01-1954	Active
Borg Cubbins	02-02-2002	Active

A yellow arrow points to the 'Patient Form In-tray' section. The bottom left corner shows 'Logout' and the email 'ben+1@integratedical.au'.

Patient Form In-tray

When a patient is selected from the In-tray, **The Patient Details Dialogue** will open. It has two panels:

- The *left hand side panel* is used to **Confirm New Patient From Form** when this is the first time that patient record is added to BnTRx Clinic
- The *right hand side panel* is used to **Match Existing Record** when BnTRx Clinic already has a partially completed record, or the record needs updating with new details.

If this is the first time this patient has had a record added to BnTRx Clinic, then use the *left hand side panel*, **Confirm New Patient From Form**:

4. Input patient's **Doctor** and **Condition** and **Confirm New Patient** to add to list of Registered Patients OR
  - **Confirm and Create Order** to add to Registered Patients and to Today's Clinic List

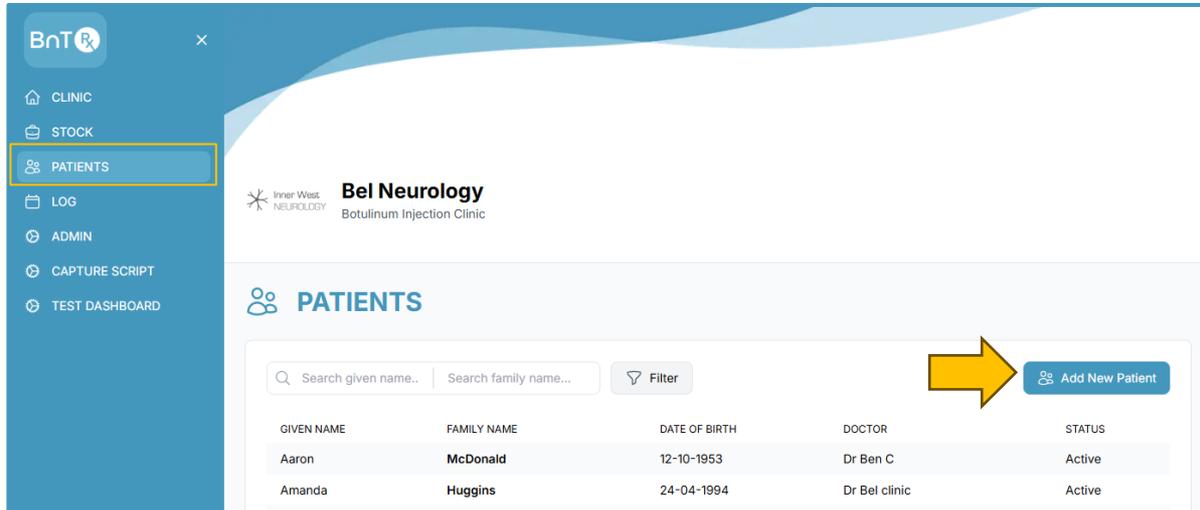
The screenshot shows a 'Patient Details' dialog box with two main panels. The left panel, 'Confirm New Patient from Form', contains fields for Given Name (Betty), Family Name (Stokes), Date of Birth (08/10/2000), Status (Form), Mobile Phone (61400012036), Email (bettys.stoked@hotmail.com), and Address (63-79 Esplanade, WILLIAMSTOWN VIC 3016). It also has a 'View in Stripe' button, checkboxes for 'Consent to act as agent?' and 'Concession card holder?', a 'Pensioner Concession Card' dropdown, and a 'Safety Net card holder?' checkbox. A 'Condition' grid is highlighted with a yellow box, with 'Chronic Migraine' selected. The 'Doctor' dropdown is also highlighted, showing 'Dr Anakin'. At the bottom are buttons for 'Confirm New Patient', 'Confirm and Create Order', and 'Cancel'. The right panel, 'Match Existing Record', has search fields for 'Given name...' and 'Family name...', and corresponding input fields for Name, Date of Birth, Status, Mobile Phone, Email, and Address. It also includes checkboxes for 'Consent to act as agent?', 'Concession card holder?', a 'Medicare/PBS' dropdown, and a 'Safety Net card holder?' checkbox.

If the patient already has a record in BnTRx Clinic, use the *right hand side panel*, **Match Existing Record** to search for the existing patient record to cross-match and update details.

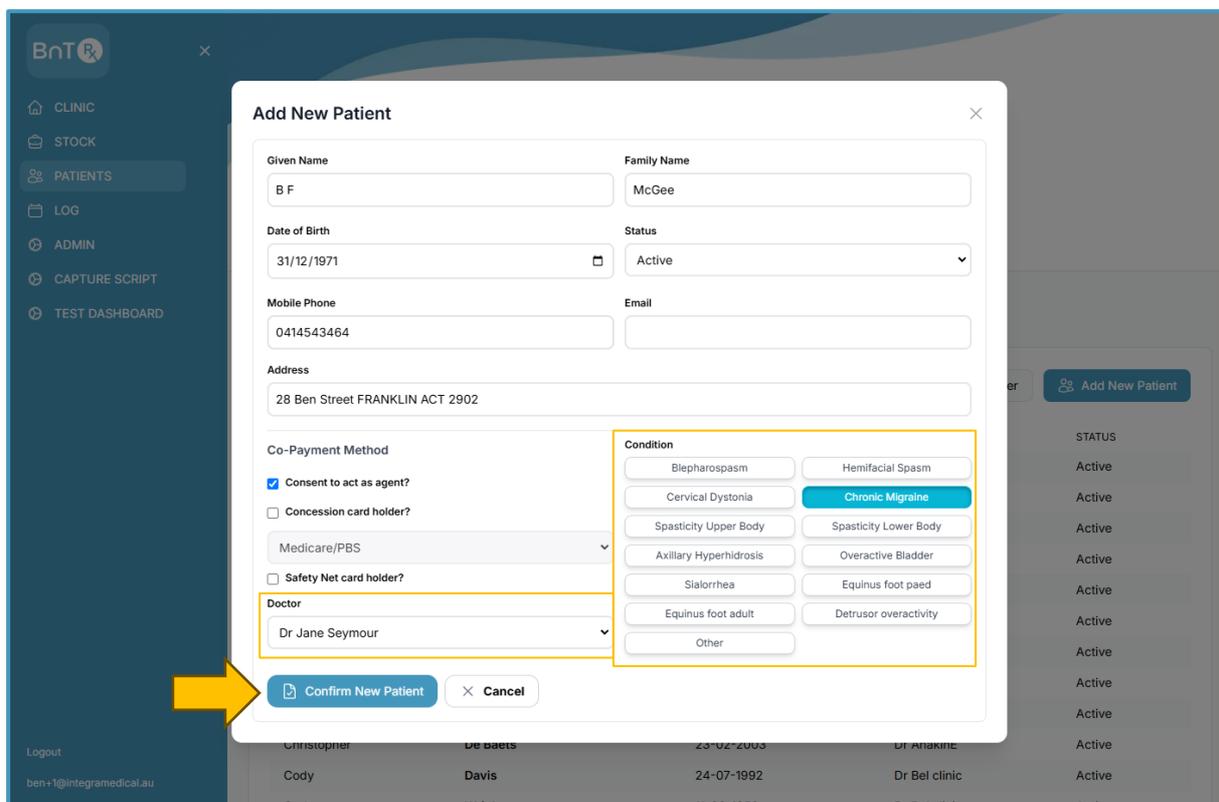
See section **IV.iii Checking and Merging Duplicate Patient Record**, below.

To add/confirm New Patients who have registered via the BnTRx paper form:

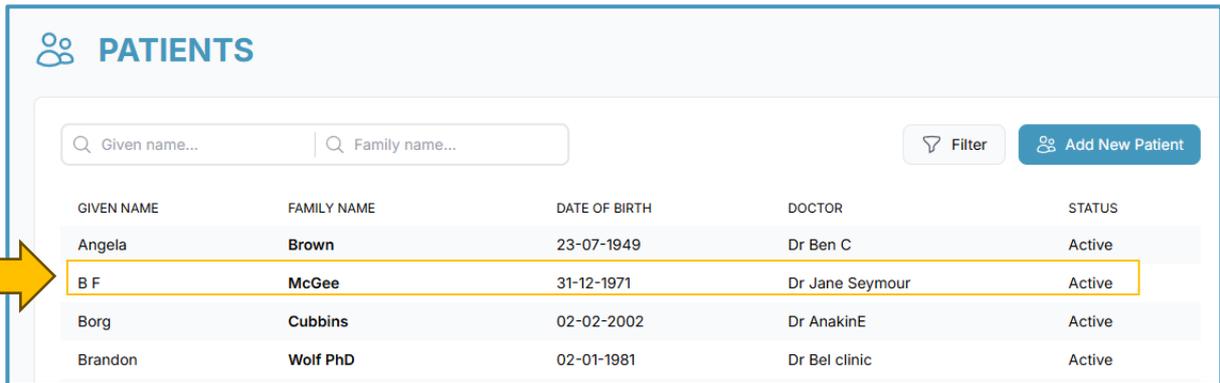
1. The Patient fills out paper form provided by the Clinic as per [III.III Patient Registration via BnTRx paper form](#)
2. Navigate to Patient tab of BnTRx and select **Add New Patient**



3. Input Patient Name, Date of Birth, Mobile, Email, Address, Concession Status, and SafetyNet Status provided in the paper form.
4. Select patient's **Doctor** and **Condition** and **Submit** to add to Registered Patients.



- The patient record has now been created and appears with an Active status on both the Patients screen, and in the Registered Patients table of the Clinic Screen.



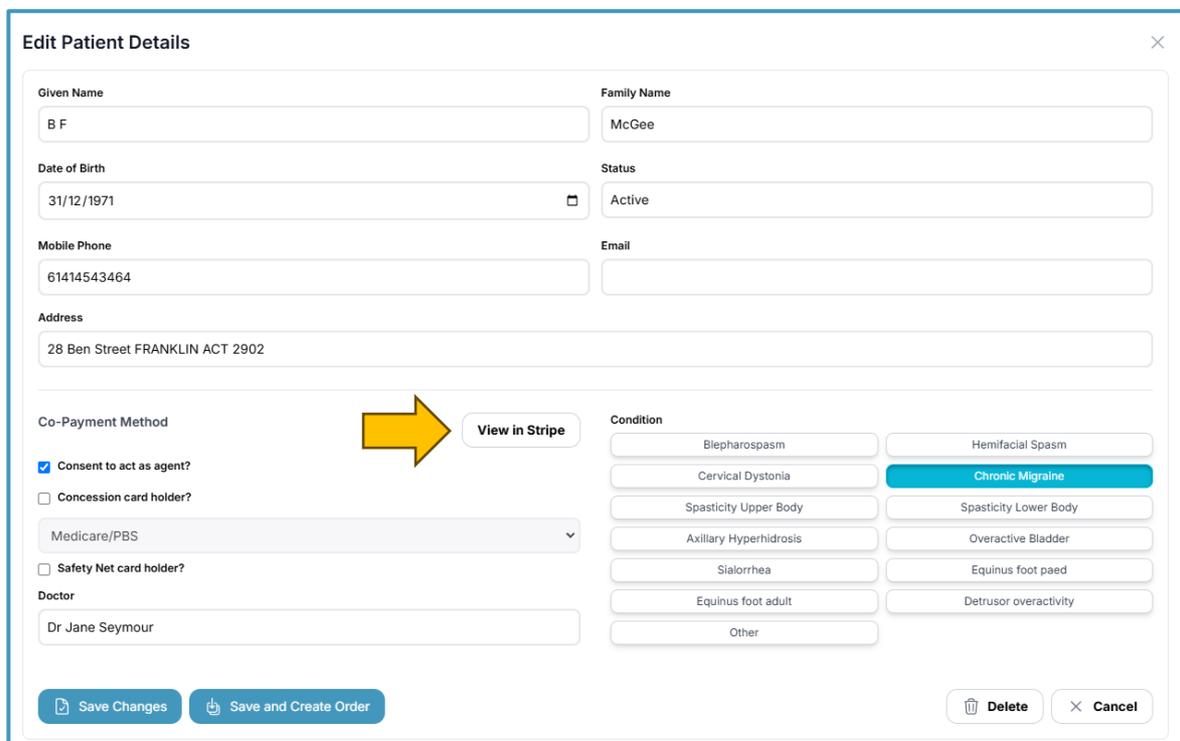
GIVEN NAME	FAMILY NAME	DATE OF BIRTH	DOCTOR	STATUS
Angela	Brown	23-07-1949	Dr Ben C	Active
B F	McGee	31-12-1971	Dr Jane Seymour	Active
Borg	Cubbins	02-02-2002	Dr AnakinE	Active
Brandon	Wolf PhD	02-01-1981	Dr Bel clinic	Active

- Once you have created the Patient Record, you can add the patient's payment details.

When a patient record is created, BnTRx automatically sets up an account for the patient in Stripe to record their payment details, either credit card or direct debit bank transfer.

To view a patient's Stripe Account:

1. Search for the new patient via the Patients Screen or Registered Patients table
2. Select patient name to open **Edit Patient Details**.
3. Click **View in Stripe** and this will open up a new window where the payment method can be entered into Stripe.



### Edit Patient Details

Given Name: B F | Family Name: McGee

Date of Birth: 31/12/1971 | Status: Active

Mobile Phone: 61414543464 | Email:

Address: 28 Ben Street FRANKLIN ACT 2902

Co-Payment Method: Medicare/PBS

Consent to act as agent?  Concession card holder?  Safety Net card holder?

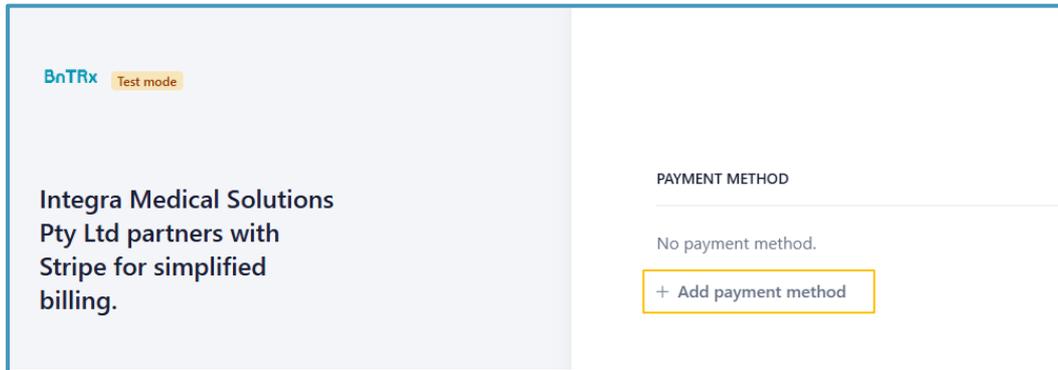
Doctor: Dr Jane Seymour

Condition:
 

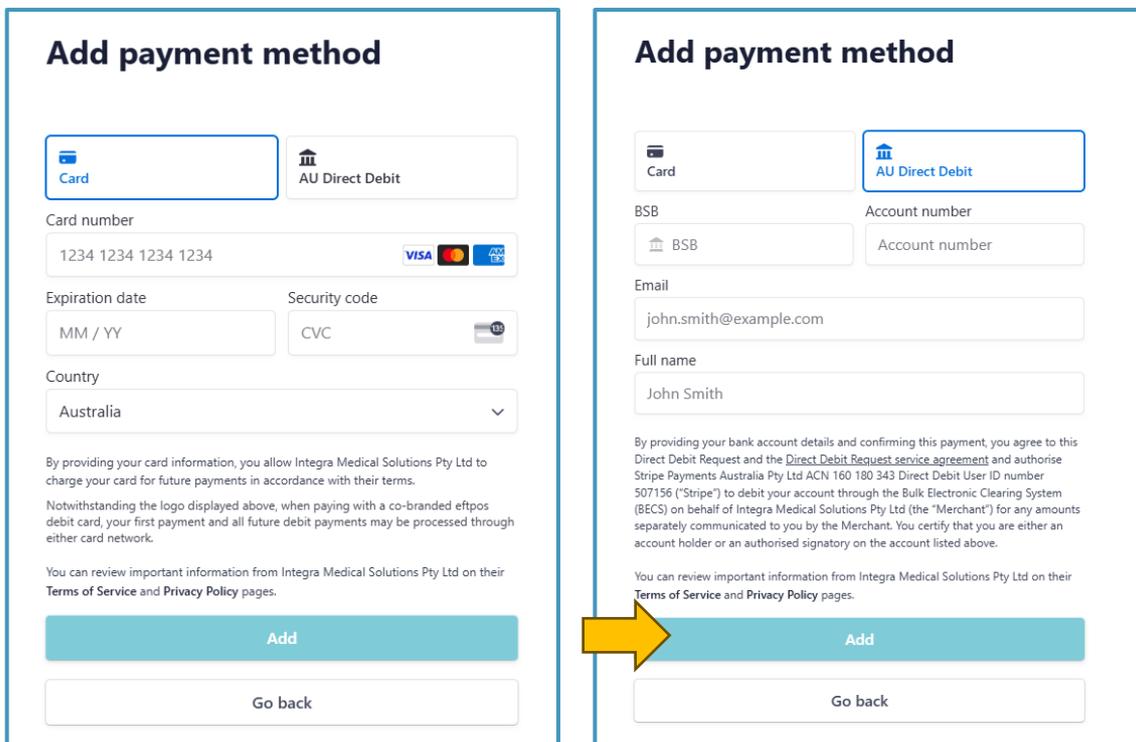
Blepharospasm	Hemifacial Spasm
Cervical Dystonia	<b>Chronic Migraine</b>
Spasticity Upper Body	Spasticity Lower Body
Axillary Hyperhidrosis	Overactive Bladder
Sialorrhea	Equinus foot paed
Equinus foot adult	Detrusor overactivity
Other	

Buttons: Save Changes, Save and Create Order, Delete, Cancel

#### 4. Select + Add Payment Method



#### 5. Select either Card (credit or debit) or Direct Debit and enter the details the patient provided on the paper form and clicking **Add**.

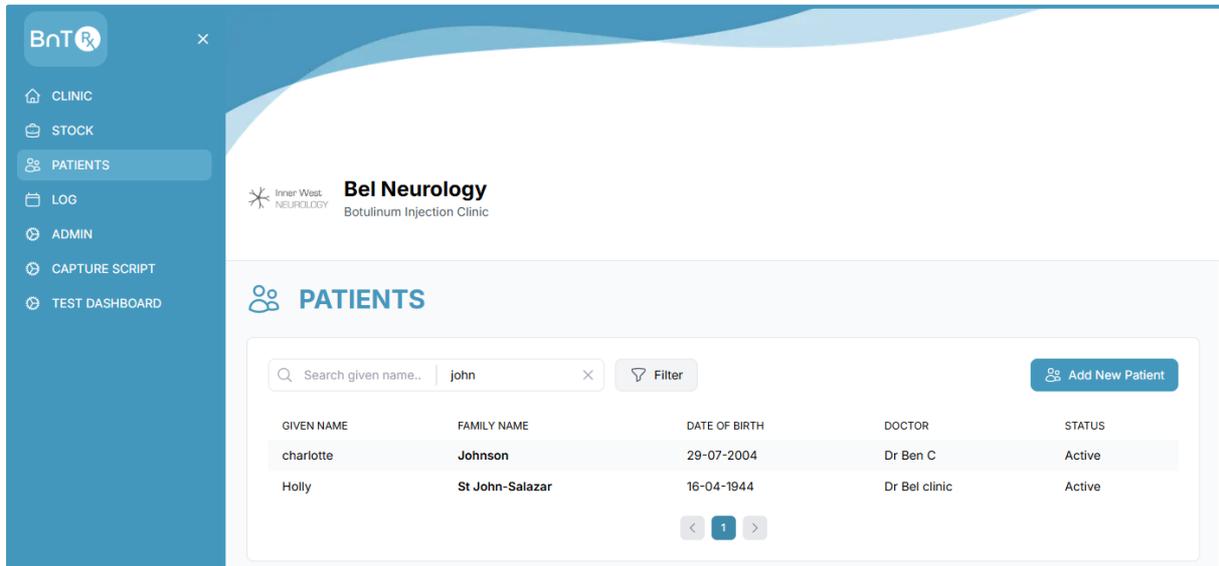


- After clicking **Add** you may close the Stripe tab on your browser screen, and return to the BnTRx Clinic Screen, the Edit Patient Details dialogue will still be open.
- If you made any other changes, select **Save Changes**, otherwise select **Cancel**.

## ii Edit Patient Information and Delete Registered Patients

To locate patient information

1. Navigate to Patients tab of BnTRx and search for patient by First or Last Name.
  - Use Filter to further define results

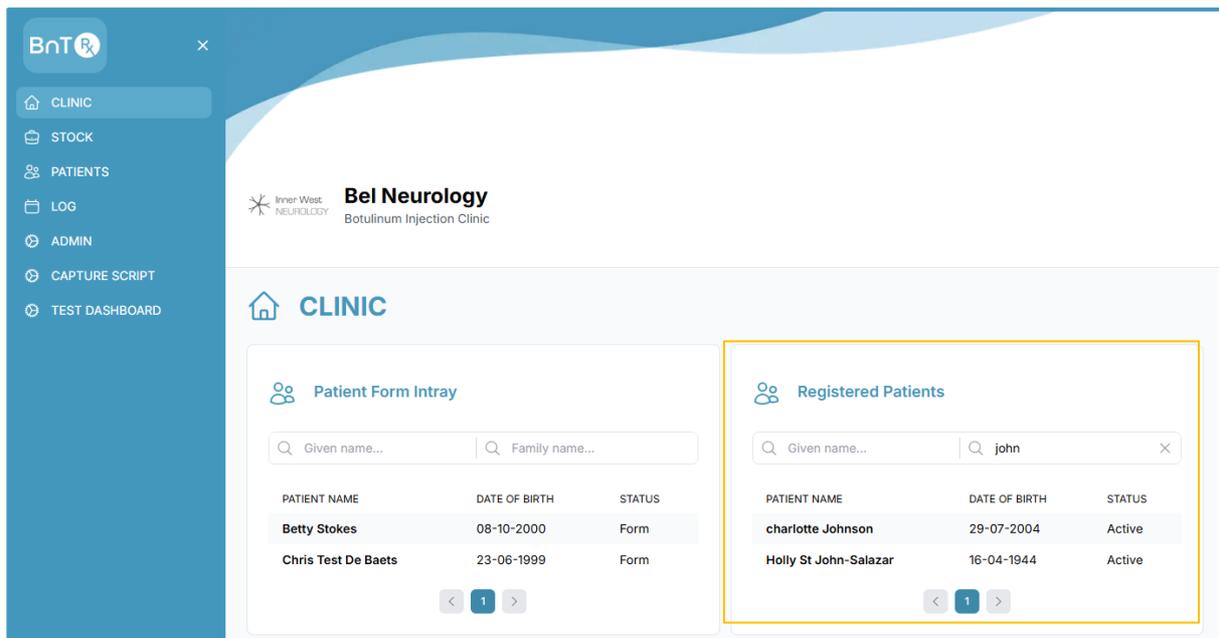


The screenshot shows the BnTRx interface with the 'PATIENTS' tab selected. The search bar contains 'john' and a 'Filter' button is visible. The patient list is as follows:

GIVEN NAME	FAMILY NAME	DATE OF BIRTH	DOCTOR	STATUS
charlotte	Johnson	29-07-2004	Dr Ben C	Active
Holly	St John-Salazar	16-04-1944	Dr Bel clinic	Active

OR

1. Navigate to Clinic tab, locate Registered Patients list and search for patient by First or Last Name.
2. Select Patient name to see Patient Details



The screenshot shows the BnTRx interface with the 'CLINIC' tab selected. The 'Registered Patients' list is highlighted with a yellow box. The search bar contains 'john'. The patient list is as follows:

PATIENT NAME	DATE OF BIRTH	STATUS
charlotte Johnson	29-07-2004	Active
Holly St John-Salazar	16-04-1944	Active

3. Edit patient details and **Save Changes** to update
  - **OR Save and Create Order** to update and add to Today's Clinic List
  - **OR Select Delete** to remove patient from BnTRx. Delete cannot be undone.

**Edit Patient Details**

Given Name: charlotte  
Family Name: Johnson  
Date of Birth: 29/07/2004  
Status: Active  
Mobile Phone: 61400012037  
Email: jonno.04@yahoo.com.au  
Address: Unit 5, 4 Mason Court, HIGHETT VIC 3190

Co-Payment Method: [View in Stripe](#)  
 Consent to act as agent?  
 Concession card holder?  
Pensioner Concession Card  
 Safety Net card holder?  
Doctor: Dr Ben C

Condition:  
Blepharospasm, Hemifacial Spasm, Cervical Dystonia, Chronic Migraine, Spasticity Upper Body, Spasticity Lower Body, Axillary Hyperhidrosis, Overactive Bladder, Sialorrhea, Equinus foot paed, Equinus foot adult, Detrusor overactivity, Other

Buttons: Save Changes, Save and Create Order, Delete, Cancel

### iii Checking and Merging Duplicate Patient Records

When a patient registers as patient of the Clinic, see **III Patient: Registration and Co-Payment Set Up**, and the patient already has an Active record in BnTRx Clinic, it is possible to identify and merge these records. This is especially important if the Patient completed their Copayment method in Stripe using BnTRx Form, as this operation ensures that payment method is transferred over to their BnTRX Clinic record.

To check if a new Patient Form matches an existing patient records

1. Patient registers as patient of the Clinic as per **III Patient: Registration and Co-Payment Set Up**
2. Patient appears/can be searched for by name in Patient Form In-tray on Clinic tab of BnTRx. Select patient to see Patient Details.

The screenshot shows the BnTRx interface for the 'Bel Neurology Botulinum Injection Clinic'. The left sidebar contains navigation options: CLINIC, STOCK, PATIENTS, LOG, ADMIN, CAPTURE SCRIPT, and TEST DASHBOARD. The main content area is divided into two panels: 'Patient Form In-tray' and 'Registered Patients'. Both panels have search filters for 'Given name...' and 'Family name...'. The 'Patient Form In-tray' panel contains a table with two rows: Betty Stokes (DOB: 08-10-2000, Status: Form) and Chris Test De Baets (DOB: 23-06-1999, Status: Form). The 'Registered Patients' panel contains a table with six rows: Aaron McDonald (DOB: 12-10-1953, Status: Active), Amanda Huggins (DOB: 24-04-1994, Status: Active), Angela Brown (DOB: 23-07-1949, Status: Active), Ashley Brooks (DOB: 17-01-1954, Status: Active), and Borg Cubbins (DOB: 02-02-2002, Status: Active). A yellow arrow points to the 'Patient Form In-tray' table.

PATIENT NAME	DATE OF BIRTH	STATUS
Betty Stokes	08-10-2000	Form
Chris Test De Baets	23-06-1999	Form

PATIENT NAME	DATE OF BIRTH	STATUS
Aaron McDonald	12-10-1953	Active
Amanda Huggins	24-04-1994	Active
Angela Brown	23-07-1949	Active
Ashley Brooks	17-01-1954	Active
Borg Cubbins	02-02-2002	Active

3. Search for patient by either Given or Last Name next to **Match Existing Record** on the right hand side of the Patient Details page. If duplicates exist, they will appear in a dropdown to be selected.

**Patient Details**

**Confirm New Patient from Form**

Given Name: Chris  
 Family Name: De Baets  
 Date of Birth: 23/06/1999  
 Status: Form  
 Mobile Phone: 61416144334  
 Email: chris@integramedical.au  
 Address: 32 Smith Avenue Hurstville NSW 2015

Co-Payment Method: Medicare/PBS  
 Condition: Blepharospasm, Hemifacial Spasm, Cervical Dystonia, Chronic Migraine, Spasticity Upper Body, Spasticity Lower Body, Axillary Hyperhidrosis, Overactive Bladder, Sialorrhoea, Equinus foot paed, Equinus foot adult, Detrusor overactivity

Consent to act as agent?  
 Concession card holder?  
 Safety Net card holder?

Doctor: Dr Jane Seymour

Buttons: Confirm New Patient, Confirm and Create Order, Cancel

**Match Existing Record**

Given Name: Kyle Anderson, Chris De Baets, Tracy de la Cruz, Julie de Silva

Date of Birth: dd/mm/yyyy

Mobile Phone:   
 Email:   
 Address:   
 Co-Payment Method:   
 Consent to act as agent?  
 Concession card holder?  
 Safety Net card holder?

- If a duplicate patient record appears, select the name. The right hand side patient record will appear and you can cross-check date-of-birth with patient form on the left of screen to make sure this is the same person.

**Patient Details**

**Confirm New Patient from Form**

Given Name: Chris  
 Family Name: De Baets  
 Date of Birth: 23/06/1999  
 Status: Form  
 Mobile Phone: 61416144334  
 Email: chris@integramedical.au  
 Address: 32 Smith Avenue Hurstville NSW 2015

Co-Payment Method: Medicare/PBS  
 Consent to act as agent?  
 Concession card holder?  
 Safety Net card holder?

**Match Existing Record**

Given Name: Chris  
 Family Name: De Baets  
 Date of Birth: 23/06/1999  
 Status: Active  
 Mobile Phone: 616161361237  
 Email: chris@integramedical.au  
 Address: 24 Earl Street, HUNTERS HILL NSW 2110

Co-Payment Method: Medicare/PBS  
 Condition: Blepharospasm, Hemifacial Spasm, Cervical Dystonia, Chronic Migraine, Spasticity Upper Body, Spasticity Lower Body, Axillary Hyperhidrosis, Overactive Bladder, Sialorrhoea, Equinus foot paed, Equinus foot adult, Detrusor overactivity

Consent to act as agent?  
 Concession card holder?  
 Safety Net card holder?

Doctor: Dr Bel clinic

Buttons: Save Changes, Save and Create Order, Cancel

- If the patient has submitted any new Contact Details in their form (Mobile Phone, Email, Address), or if their Concession card status has changed, then copy across these patient details.

### Patient Details ✕

#### Confirm New Patient from Form

Given Name:  Family Name:

Date of Birth:  Status:

Mobile Phone:  Email:

Address:

Co-Payment Method:

Consent to act as agent?

Concession card holder?

Medicare/PBS:

Safety Net card holder?

#### Match Existing Record Q Chris Q De Baets ✕

Given Name:  Family Name:

Date of Birth:  Status:

Mobile Phone:  Email:

Address:

Co-Payment Method:

Consent to act as agent?

Concession card holder?

Medicare/PBS:

Safety Net card holder?

Doctor:

Condition:

6. To complete the process, either **Save Changes** to update
- Or **Save and Create Order** to update and add to Today's Clinic List
  - Note that when you **Save** (either button) the patient's new Copayment Method (View in Stripe) from the left hand side will automatically be transferred across and replace any existing copayment method on the right hand side.

Access Level: Administrator, Doctor and Nurse

## V Clinic Order Management: Create, Edit and Submit Order

### i Add patient to Today's Clinic List

If you need to Create an Order from a Registered Patient using their details from a previous occasion, then you can begin an order from the list of Registered Patients

1. Search patient by name, select desired record to open the Edit Patient Details Dialogue
2. Select **Save and Create Order** to add to Today's Clinic List

The image shows two parts of the software interface. On the left, a 'Registered Patients' search screen with a search bar containing 'chris' and a table of results. A yellow arrow points to the first row. On the right, the 'Edit Patient Details' dialog with a 'Save and Create Order' button. A yellow arrow points to this button.

PATIENT NAME	DATE OF BIRTH	STATUS
Chris De Baets	23-06-1999	Active
CHRIS (e) TEST	23-06-1999	Active
Christopher Curry	17-02-1977	Active

Co-Payment Method View in Stripe

Consent to act as agent?

Concession card holder?

Medicare/PBS

Safety Net card holder?

Doctor

Dr Bel clinic

**Save and Create Order**

In the previous section, you may already have selected **Save and Create Order** from either the Patient Form In-tray or Registered Patients. If you did so, then this patient will already have a new order record in Today's Clinic List, and you can skip the above step.

The order status is **Incomplete** at the start and does not yet have Medication or Vials assigned.

The image shows the BnT Rx interface. On the left is a navigation menu. In the center, there are two patient lists. On the right, there is a 'Today's Clinic List' table with a highlighted row.

DATE	PATIENT	DATE OF BIRTH	DOCTOR NAME	MEDICATION	UNITS	VIALS	STATUS
20-12-2024	Chris De Baets	23-06-1999	Dr Bel clinic				Incomplete
19-12-2024	Borg Cubbins	02-02-2002	Dr Anakin	DYSPORT®	300	2	Draft
19-12-2024	Aaron McDonald	12-10-1953	Dr Ben C	BOTOX®	100	2	Draft

### ii Create Draft Order and Submit

To complete and submit the order:

1. Select the patient's order in Today's Clinic List

2. Populate Medication Name from dropdown list and input number of Vials prescribed to patient

The screenshot shows the 'Edit Order' form for patient Chris De Baets. The form includes fields for Patient Name, Date of Birth, Status, Session Date, Treating Physician, Conditions, Concession Card Holder, and Safety Net Card Holder. A yellow box highlights the 'Medication Name' dropdown menu, which is open to show options: BOTOX® 100, DYSPORT® 300, DYSPORT® 500, and XEOMIN® 100. The 'Vials' field is set to 1. A yellow arrow points to the dropdown menu. At the bottom right, there are buttons for 'Order Not Required' and 'Close'.

3. Select **Save as Draft** and proceed to next page of Edit Order

The screenshot shows the 'Edit Order' form for patient Chris De Baets. The form includes fields for Patient Name, Date of Birth, Status, Session Date, Treating Physician, Conditions, Concession Card Holder, and Safety Net Card Holder. The 'Medication Name' dropdown menu is now set to BOTOX® 100, and the 'Vials' field is set to 1. A yellow arrow points to the 'Save as Draft' button at the bottom left. At the bottom right, there are buttons for 'Order Not Required' and 'Close'.

The order status changes to Draft, and the dialogue now allows the user to upload the prescription.

**Edit Order**

Patient: **Chris De Baets**      Date of Birth: **23-06-1999**      Status: **Draft**

Session Date: 20-12-2024  
Treating Physician: Dr Bel clinic  
Conditions: Chronic Migraine  
Concession Card Holder: No  
Safety Net Card Holder: No  
CoPayment Method: None (Invoice)

Medication Name: BOTOX® 100      Vials: 1

**TO COMPLETE THIS ORDER, PLEASE UPLOAD AN IMAGE OF THE PRESCRIPTION FOR THE PHARMACY.**

**Option 1 - Phone**  
Scan the QR Code to upload photo.

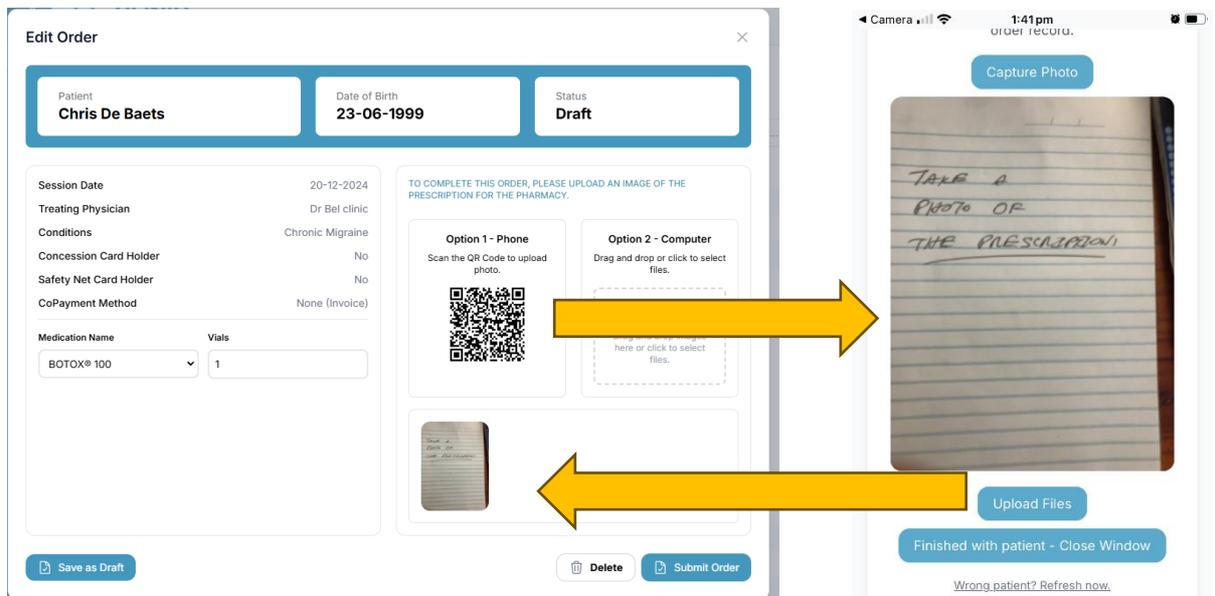
**Option 2 - Computer**  
Drag and drop or click to select files.

No attachments yet - please upload at least one.

Buttons: Save as Draft, Delete, Submit Order

4. Upload prescription to order by

- Option 1 – Use your mobile phone photo app to scan the QR code to take a photo
- Option 2 – Drag and drop or click to select files on your computer



You may add more than one image if required. You may delete any image by hovering the mouse over until the Trash icon appears, then click to delete.

5. If you are not ready to submit the order – if you want to check any details first – you can **Save as Draft** to return and submit later

6. When you are ready - select **Submit Order** to submit –
  - Order status will update to *Submitted\**

 Today's Clinic List

DATE	PATIENT	DATE OF BIRTH	DOCTOR NAME	MEDICATION	UNITS	VIALS	STATUS *
20-12-2024	Chris De Baets	23-06-1999	Dr Bel clinic	BOTOX®	100	1	Submitted*
19-12-2024	Borg Cubbins	02-02-2002	Dr Anakin	DYSPORE®	300	2	Draft
19-12-2024	Aaron McDonald	12-10-1953	Dr Ben C	BOTOX®	100	2	Draft
11-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic	BOTOX®	100	2	Draft

**NOTE:** Orders Saved as Draft will maintain Draft status until Clinic adds a prescription image and selects **Submit Order**

### iii Stop or Edit Order

Once an order has been *Submitted\**, the Clinic has 2 hours to edit or **Stop Order**, before the patient's card is charged with the copayment, if necessary.

To stop an order within 2 hours of submission:

1. Search and select patient order with *Submitted\** status under Today's Clinic List
2. Select **Stop Order**, and Order will revert to *Draft* status in Today's Clinic List

**View Order** ✕

Patient  
**Chris De Baets**

Date of Birth  
**23-06-1999**

Status  
**Submitted\***

Session Date: 20-12-2024

Treating Physician: Dr Bel clinic

Conditions: Chronic Migraine

Concession Card Holder: No

Safety Net Card Holder: No

CoPayment Method: None (Invoice)

---

Medication Name:  Vials:

TO COMPLETE THIS ORDER, PLEASE UPLOAD AN IMAGE OF THE PRESCRIPTION FOR THE PHARMACY.





Two hours after an order is *Submitted\**, patient's co-payment will be processed, their order status will convert to *Submitted*, and edits will no longer be possible

To edit/resubmit an order:

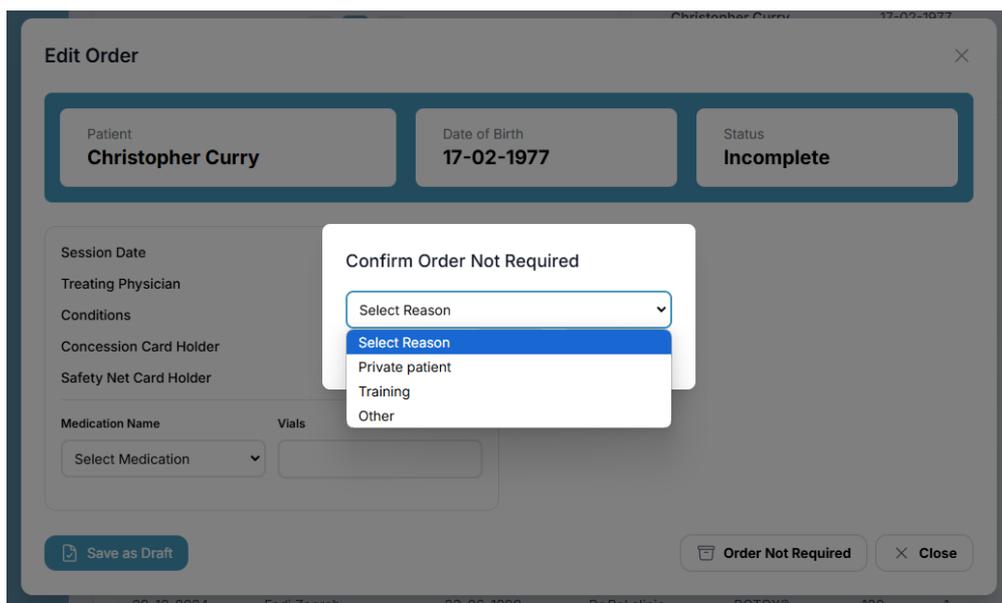
1. Search and select patient order (now Draft status again) under Today's Clinic List
2. Double-check previously input Medication, Vials and Prescription
3. Delete or edit Medication and Vial details and upload new prescription where necessary, and select **Submit Order**

Alternatively, if the order is no longer required, orders with Draft status have a **Delete** button. This will remove the medication, vials and image upload, and revert the order to *Incomplete* status.

#### iv Order Not Required

For circumstances in which PBS co-payment is **not** required and the clinic is **not** requesting replacement vials:

1. Select patient's order in Today's Clinic List – the order must be *Incomplete* status
2. Populate Medication Name from dropdown list and input number of Vials prescribed to patient (optional if medication was used)
3. Select **Order Not Required**



4. Confirm Order Not Required by selecting from the dropdown list of reasons: Private Patient; Training; Other, and select **Confirm**
  - Status will change to *Order Not Required*
  - Order will no longer appear in Today's Clinic List
  - Order will be viewable under Treatment History on the Log tab, see section **VI.v** Log – Treatment History

Order Status	Definition	Actions
Incomplete	Order has been created for patient, no medication or vial details***	Save as Draft, Order Not Required
Draft	Order assigned medication and vials, and may have prescription image uploaded	Save as Draft, Submit Order, Delete (revert Incomplete)
Submitted*	Order is in 2 hour waiting period before charging co-payment using patient's card	Stop Order (revert to Draft)
Submitted	Patient co-payment has been charged to card, order added to batch to send to pharmacy at end of day	-
Ordered	Patient order has been sent to the pharmacy for processing	Confirm (available on Stock screen, Reconcile Orders)
Received	Replacement vials have been confirmed as received by clinic (some days later).	-
Order Not Required	Order retired without requesting replacement vials or charging patient for copayment	Stop Order (revert to Draft)

\*\*\*For clinics using the BnTx Interact software in tandem with BnTRx Clinic, *Incomplete* Orders in BnTRx correspond to *Injection Sessions* in BnTx Interact. This is why they are not deleted, as there may be injection data in the BnTx Interact system.

## ▼ Pharmacy CSV Order

The Clinic's submitted orders are compiled into a single batch order to be sent to the Clinic's nominated pharmacy. The automated order, a CSV file email attachment, is sent overnight at 2.00AM following every day for which the Clinic has processed orders in BnTRx.

Once an order has been sent to the pharmacy, the order status is changed to *Ordered*. It no longer appears in Today's Clinic List since the ordering process is complete. Instead, the order can now be found either in the **Stock** view or the **Log** view as explained in the sections that follow.

**BnTRx** ×

- CLINIC
- STOCK
- PATIENTS
- LOG
- ADMIN
- CAPTURE SCRIPT
- TEST DASHBOARD

**Bel Neurology**  
Botulinum Injection Clinic

**CLINIC**

**Patient Form Intray**

Q Given name... | Q Family name...

PATIENT NAME	DATE OF BIRTH	STATUS
Betty Stokes	08-10-2000	Form
Chris De Baets	23-06-1999	Form

< 1 >

**Registered Patients**

Q Given name... | Q Family name...

PATIENT NAME	DATE OF BIRTH	STATUS
Aaron McDonald	12-10-1953	Active
Amanda Huggins	24-04-1994	Active
Angela Brown	23-07-1949	Active
Ashley Brooks	17-01-1954	Active
Borg Cubbins	02-02-2002	Active

< 1 2 3 4 5 6 7 8 9 10 >

Access Level: Administrator, Doctor and Nurse

## VI Stock Management: View, Receive and Reconcile Ordered Vials

Under the Stock tab, the Stock table displays the status of Clinic vial stock, broken down by Doctor and Medication type.

If there are many doctors each with many medications, the stock table can have many rows. If needed to filter to see selected rows only, click the Filter button and select the doctors and/or medications to display in the table.

Doctor	Medication	Vials on hand	Submitted	Ordered with HPS	Total
Dr Bel clinic	BOTOX® 100	21	0	52	73
Dr Bel clinic	DYSPORE® 500	23	0	0	23
Dr Bel clinic	XEOMIN® 100	15	0	1	16
Dr Ben C	BOTOX® 100	20	0	16	36
Dr Ben C	DYSPORE® 500	13	0	3	16
Dr Ben C	XEOMIN® 100	11	0	0	11

### i The Stock Table

For each row in the Stock Table, there are four columns of numbers:

- **Vials on hand** – this represents the count of vials of this medication kept in the clinic refrigerator, ready to administer to visiting patients.
  - When the clinic first starts, this is the same as the initial vials set for this doctor in their Edit Staff dialogue (see [I.ii Clinic Set Up](#)).
- **Submitted** – this represents the count of vials expended today where a prescription and order to replace these vials has been submitted
  - These correspond to all orders with **Submitted** status. The orders for these vials will be emailed to the pharmacy at the end of the day
- **Ordered with HPS** – this represents the count of vials expended prior to today, where a prescription and order to replace these vials has already been emailed to the pharmacy.
  - These correspond to orders with **Ordered** status. These are the vials that will be delivered in the coming days

- **Total** – this is the total count of all vials in circulation, and represents the total working stock this clinic has either in the fridge, ordered on prescriptions, or in transit to be delivered.

## ii View Orders sent to Pharmacy

Click on any row of the stock table to see a list of the orders submitted or ordered with HPS for that doctor and medication type. This opens the **Reconcile Orders** dialogue on the right hand side of the screen, which shows a table with a list of each order and prescription that has been sent to the pharmacy.

The screenshot shows the BnT system interface. On the left is a navigation menu with options: CLINIC, STOCK, PATIENTS, LOG, ADMIN, CAPTURE SCRIPT, and TEST DASHBOARD. The main area displays the 'Bel Neurology Botulinum Injection Clinic' 'STOCK' table. A yellow arrow points to the first row of the table, which is highlighted with a yellow box. This row contains 'Dr Bel clinic' and 'BOTOX® 100'. To the right, the 'Reconcile Orders' dialog box is open, showing 'Confirming Delivery' for 'Dr Bel clinic' with 'BOTOX® 100' and '52 vials'. Below this is an input field for 'Enter batch number' and a 'Confirm' button. The dialog also contains a table of orders with columns for 'Order Date', 'Patient', 'Vials', and a checkmark column.

Order Date	Patient	Vials	
13-11-2024	Ashley Brooks	2	✓
13-11-2024	Steven Brown	2	✓
13-11-2024	Stella Turner	4	✓
13-11-2024	Terry Watson	1	✓
13-11-2024	Cody Davis	2	✓
13-11-2024	Jessica Berg	2	✓
13-11-2024	Holly St John-Salazar	2	✓
13-11-2024	THOMAS STANLEY	2	✓
13-11-2024	Christopher Curry	2	✓
13-11-2024	Timothy Young	2	✓

Click on any order in this table to **View Order** via another dialogue on the left hand side of the screen.

Patient  
**Ashley Brooks**

Date of Birth  
**1954-01-17**

Status  
**Ordered**

Session Date 12-11-2024

Treating Physician Dr Bel clinic

Conditions Chronic Migraine

Copayment Method Authorized

Medication Name BOTOX® 100

Vials 2

TO COMPLETE THIS ORDER, PLEASE ADD AN IMAGE OF THE PRESCRIPTION.  
To take a photo on your smartphone, please click the button 'Show QR Code'.  
To upload from your computer, please choose 'Upload Image' below.



Save Changes

Close

### Reconcile Orders

Confirming Delivery

Dr Bel clinic  
BOTOX® 100  
52 vials

Enter batch number  Confirm

Order Date	Patient	Vials	
13-11-2024	Ashley Brooks	2	✓
13-11-2024	Steven Brown	2	✓
13-11-2024	Stella Turner	4	✓
13-11-2024	Terry Watson	1	✓
13-11-2024	Cody Davis	2	✓
13-11-2024	Jessica Berg	2	✓
13-11-2024	Holly St John-Salazar	2	✓
13-11-2024	THOMAS STANLEY	2	✓
13-11-2024	Christopher Curry	2	✓
13-11-2024	Timothy Young	2	✓

## Receiving and Reconciling Orders

When replacement vials are delivered to your clinic, the **Reconcile Orders** dialogue can be used to mark in each order of vials. It is possible to mark in each individual order and prescriptions, but often clinics will want to mark in an entire batch from one day or several days together to speed up this process. Below are three examples:

### 1. Mark ALL vials ordered as received

By default, all outstanding orders are selected using the checkbox in the right hand column, and the total count of vials from all orders is displayed at the top.

- To mark ALL vials ordered as received, simply click the **Confirm** button
- (Optional) Before conforming, enter a Batch Number in the field next to the Confirm button. This will be applied to each order selected for ease of reference later.

In the example below, there are 9 orders, totalling 16 vials of BOTOX 100. When confirmed as being received, all 9 orders will change status from *Ordered* to *Received*.

#### Reconcile Orders ×

##### Confirming Delivery

Dr Ben C

BOTOX® 100

16 vials

Enter batch number

Confirm

Order Date	Patient	Vials	<input checked="" type="checkbox"/>
13-11-2024	David Kerr	2	<input checked="" type="checkbox"/>
13-11-2024	Tracy de la Cruz	2	<input checked="" type="checkbox"/>
13-11-2024	Angela Brown	2	<input checked="" type="checkbox"/>
13-11-2024	Aaron McDonald	2	<input checked="" type="checkbox"/>
13-11-2024	charlotte Johnson	2	<input checked="" type="checkbox"/>
13-11-2024	Kari Lopez	2	<input checked="" type="checkbox"/>
13-11-2024	Sean Maxwell	2	<input checked="" type="checkbox"/>
21-12-2024	Aaron McDonald	1	<input checked="" type="checkbox"/>
21-12-2024	Aaron McDonald	1	<input checked="" type="checkbox"/>

## 2. Mark ONE DAY of vials ordered as received

Some busy clinics may have several days of orders outstanding before the first ordered vials are replaced.

- To mark only some vials ordered as received, first uncheck the topmost checkbox to unselect all the orders, then individually select each order that has been received.
- Check that the new total number of vials matches the count of delivered vials.
- Click the **Confirm** button

In the example below, there are 7 orders from the oldest date of 13 NOV 2024, totalling 14 vials of BOTOX 100. The user has selected only these 7 orders and will mark them in, leaving the two orders from 21 DEC 2024 still to be delivered another day.

### Reconcile Orders



#### Confirming Delivery

Dr Ben C

BOTOX® 100

14 vials

Enter batch number

Confirm

Order Date	Patient	Vials	<input type="checkbox"/>
13-11-2024	David Kerr	2	<input checked="" type="checkbox"/>
13-11-2024	Tracy de la Cruz	2	<input checked="" type="checkbox"/>
13-11-2024	Angela Brown	2	<input checked="" type="checkbox"/>
13-11-2024	Aaron McDonald	2	<input checked="" type="checkbox"/>
13-11-2024	charlotte Johnson	2	<input checked="" type="checkbox"/>
13-11-2024	Kari Lopez	2	<input checked="" type="checkbox"/>
13-11-2024	Sean Maxwell	2	<input checked="" type="checkbox"/>
21-12-2024	Aaron McDonald	1	<input type="checkbox"/>
21-12-2024	Aaron McDonald	1	<input type="checkbox"/>

### 3. Mark ONE vial order as received (at a time)

Some clinics may wish to check each order and prescription one-by-one during mark-in. may have several days of orders outstanding before the first ordered vials are replaced.

- To mark only one vial order as received, first uncheck the topmost checkbox to unselect all the orders, then individually select the order that has been received.
- Click the **Confirm** button.
- Repeat this process for each order received.

In the example below, just the first order for David Kerr on 13 NOV 2024 is selected, totalling 2 vials of BOTOX 100.

#### Reconcile Orders ×

---

##### Confirming Delivery

Dr Ben C  
BOTOX® 100  
2 vials

Enter batch number Confirm

Order Date	Patient	Vials	<input type="checkbox"/>
13-11-2024	David Kerr	2	<input checked="" type="checkbox"/>
13-11-2024	Tracy de la Cruz	2	<input type="checkbox"/>
13-11-2024	Angela Brown	2	<input type="checkbox"/>
13-11-2024	Aaron McDonald	2	<input type="checkbox"/>
13-11-2024	charlotte Johnson	2	<input type="checkbox"/>
13-11-2024	Kari Lopez	2	<input type="checkbox"/>
13-11-2024	Sean Maxwell	2	<input type="checkbox"/>
21-12-2024	Aaron McDonald	1	<input type="checkbox"/>
21-12-2024	Aaron McDonald	1	<input type="checkbox"/>

After Confirming receipt of any number of Orders, the stock table counts update. The number of vials received is subtracted from **Ordered with HPS** and added to **Vials on hand**, representing these vials now being returned to the on hand stock.

## Log: Treatment History

The Log view can be used to view any orders, regardless of their status or progress through the system.

The screenshot shows the 'Bel Neurology' interface. On the left sidebar, the 'LOG' menu item is highlighted with a yellow arrow. The main content area displays a 'Treatment History' table with the following data:

DATE	PATIENT	DATE OF BIRTH	DOCTOR NAME	MEDICATION	UNITS	VIALS	STATUS
10-12-2024	Aaron McDonald	12-10-1953	Dr Ben C	BOTOX®	100	-20	Received
05-12-2024	charlotte Johnson	29-07-2004	Dr Ben C	BOTOX®	100	2	Received
05-12-2024	Angela Brown	23-07-1949	Dr Ben C	BOTOX®	100	2	Received
25-11-2024	Angela Brown	23-07-1949	Dr Ben C	BOTOX®	100	2	Received
12-11-2024	Valerie Oliver	07-03-2001	Dr Bel clinic	BOTOX®	100	2	Received
12-11-2024	Timothy Mueller	20-11-1933	Dr Bel clinic	XEOMIN®	100	2	Received
12-11-2024	william phillips	08-07-1960	Dr Bel clinic	DYSPORT®	500	1	Received
12-11-2024	Cody Wright	11-06-1956	Dr Bel clinic	XEOMIN®	100	1	Received
12-11-2024	Roy Brown	19-03-1942	Dr Bel clinic	XEOMIN®	100	2	Received

By default, the Log only shows orders of Received status. To view other statuses, select the **Filter** button and choose another status, such as Draft, or Submitted/Ordered or All statuses. You can also filter by Doctor or Medication.

The screenshot shows the 'Bel Neurology' interface with filters applied. The 'Filter' button is highlighted with a yellow arrow. A filter dropdown menu is open, showing the following settings:

- Doctor: Dr Pen Pen
- Medication: BOTOX®
- Status: All

The 'Apply Filters' button is also visible. The main content area displays a 'Treatment History' table with the following data:

DATE	PATIENT	DATE OF BIRTH	DOCTOR NAME	MEDICATION	UNITS	VIALS	STATUS
05-12-2024	Garrett le Blanc	12-11-2024	Dr Pen Pen	BOTOX®	100	2	Ordered
25-11-2024	Garrett le Blanc	12-11-2024	Dr Pen Pen	BOTOX®	100	2	Ordered
12-11-2024	Vincent Mckee	12-09-1963	Dr Pen Pen	BOTOX®	100	1	Ordered
12-11-2024	Porter Tourta-Alegounarias	25-01-1951	Dr Pen Pen	BOTOX®	100	1	Ordered
12-11-2024	Catherine Moore	18-07-1957	Dr Pen Pen	BOTOX®	100	4	Ordered
12-11-2024	Jason Jackson	08-09-1970	Dr Pen Pen	BOTOX®	100	1	Ordered
12-11-2024	Garrett le Blanc	12-11-2024	Dr Pen Pen	BOTOX®	100	2	Ordered
12-11-2024	Julie de Silva	16-07-1978	Dr Pen Pen	BOTOX®	100	1	Ordered

If you know the name of a patient you want to search for orders, you can use the **Search treatments...** field, by typing the first few letters of the patient name. Note you may need to set the filters to All to see the records if you are not sure of the status.

**Bel Neurology**  
Botulinum Injection Clinic

Treatment History

Search: fa

Filter

DATE	PATIENT	DATE OF BIRTH	DOCTOR NAME	MEDICATION	UNITS	VIALS	STATUS
11-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic	BOTOX®	100	2	Ordered
11-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic	DYSPORE®	300	2	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic	BOTOX®	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic				Order Not Required
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic				Order Not Required
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic	BOTOX®	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic				Order Not Required
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic	BOTOX®	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic				Order Not Required
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic				Order Not Required
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel clinic	BOTOX®	100	1	Draft

Doctor: All  
Medication: All  
Status: All  
Apply Filters

Logout  
ben+1@integratedmedical.au